

FILED
RETURN TO
RECORDS MANAGEMENT DIVISION

25X1A6a

Services Officer, [REDACTED]

13 April 1956

Chief, Records Management Staff

Discontinuance of Punching IBM Control Cards

1. Effective immediately, you may discontinue punching an IBM availability control card for each form deposited by Forms Branch of Records Management Staff.

2. Quarterly, you will be provided with an inventory which will serve as an index to all forms currently in use. In addition, the Forms Branch will forward monthly a listing of all obsoleted forms.

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MgtS/RMS/[REDACTED]:pat (4/13/56)

[Handwritten Signature]
4/12/56